



CHECKLIST FOR PRINCIPALS **HIGHLY QUALIFIED TEACHER ATTESTATION**

District		Principal Name	
School		Grade Levels	
Date School Began		Due Date of Signed Attestation	

Within the first 4 weeks of school complete the following:

- Download Highly Qualified Teacher Attestation and Principal Verification of Compliance
- Make copies of the Attestation form for each core academic teacher
 - a. Elementary form
 - b. Middle/Junior High, High School, Visual Arts, Music form
 - c. Special Education form

Core Academic Content Areas:

- a. Elementary Education
- b. English, Reading/Language Arts
- c. Mathematics
- d. Science (including Biology, Chemistry, Physics, General Science and Earth Science)
- e. Foreign Language
- f. Economics
- g. Civics/Government
- h. History
- i. Geography
- j. Visual Arts
- k. Music

- Have teachers complete the appropriate Teacher Attestation and obtain documentation verifying their highly qualified status
- Review all Teacher Attestations and verify the documentation (attach documentation to Teacher Attestation)
- Assist non-highly qualified teachers on completing their Individual Teacher Plan
- Teacher receives copy of Teacher Attestation and Individual Teacher Plan
- Send letters of notification to parents of students in the classes of non-highly qualified teachers (maintain a copy of the letter and the date distributed to parents at the site)
- Complete the Highly Qualified Teachers Summary School Report and forward to the Superintendent to be submitted with the LEA Summary Report and the LEA Plan for Highly Qualified Teachers to the ADE Highly Qualified Unit
- Complete and sign the Principal Attestation (hold one copy and forward one copy to the district office to keep on file)
- All attestations with documentation are kept on file for easy access
- Store the files at the school site or at a district site (district decision)